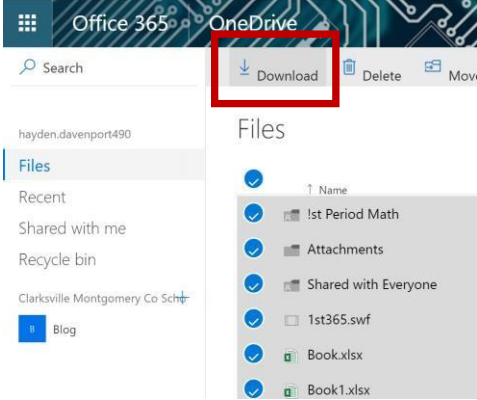
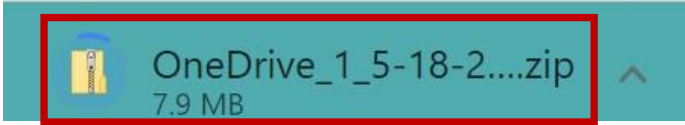


Office365 File Migration



Before your new adventures begin, learn how to move your files from your CMCSS Office365 to a personal account. Your CMCSS Office365 account will be removed over the summer, so follow the directions below to back up your files and move them to a personal OneDrive account, Google Drive account, or store them on a jump drive.

1. Go to login.microsoft.com	
2. Choose OneDrive	A screenshot of the Microsoft Office 365 app launcher interface. It features a dark blue background with a grid of application tiles. The tiles include OneNote, Mail, Calendar, Sway, Word, PowerPoint, Excel, OneDrive, Forms, and Planner. The OneDrive tile, which has a white cloud icon, is highlighted with a red rectangular box.
3. Select your files by placing a check to the left of Name	A screenshot of the OneDrive web interface. The top navigation bar shows 'Office 365' and 'OneDrive'. Below the navigation bar, there's a search bar and buttons for 'New', 'Upload', and 'Sync'. On the left side, there's a sidebar with 'Files', 'Recent', 'Shared with me', and 'Recycle bin'. The 'Files' section is selected. In the main area, a list of files is shown. The first file, '1st Period Math', has a checkmark in a red box to its left. Other files listed include 'Attachments', 'Shared with Everyone', '1st365.swf', 'Book.xlsx', 'Book1.xlsx', and 'Class Rules.docx'.

<p>4. Click Download</p>	 A screenshot of the OneDrive web interface. The top bar shows 'Office 365' and 'OneDrive'. Below the bar is a search bar and a row of action buttons: 'Download', 'Delete', and 'Move'. The 'Download' button is highlighted with a red rectangular box. The left sidebar shows a list of files and folders, including 'Recent', 'Shared with me', 'Recycle bin', and 'Clarksville Montgomery Co Sch...'. The main area displays a list of files with checkboxes and names: '1st Period Math', 'Attachments', 'Shared with Everyone', '1st365.swf', 'Book.xlsx', and 'Book1.xlsx'.
<p>5. The zip file will be downloaded and can be stored on a jump drive, personal OneDrive, or personal Google Drive.</p>	 A screenshot of a file explorer window showing a downloaded zip file. The file is named 'OneDrive_1_5-18-2....zip' and has a size of 7.9 MB. The file icon is a yellow folder with a blue 'D' and a red 'X'. The file name and size are highlighted with a red rectangular box.